

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Assistant Streets Engineer****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises, manages, and directs the activities associated with maintaining and inspecting the city's streets, sidewalks, curbs, gutters, bridges and related structures. Provides technical guidance to crews concerning complex asphalt and concrete projects. Establishes maintenance and repair methods. Assists in equipment utilization, maintenance and repair methods. Assists in equipment utilization, maintenance, and purchasing decisions. Oversees snow, ice, and debris removal operations during emergency conditions.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Provides technical guidance on complex tasks, scheduling labor, equipment, and materials, establishing repair methods, performing job estimates, performing minor field engineering , researching and implementing new repair methods.
2	L	Assists Street Engineer in managing the division by resolving employee issues, attending meetings and representing the division, and establishing and justifying equipment and personnel needs. Directs snow, ice and debris removal during emergency conditions.
3	S	Performs administrative tasks by composing correspondence, providing reports, establishing SOP's, and writing policies. Responsible for management and supervision of the divisions work management system.
4	L	Provides customer service by meeting with customers to identify solutions to issues and providing information through civic league meetings, Code Academy, and presentations.
5	S	Assists purchasing by researching vendors, equipment, and materials and developing and writing specifications for equipment.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Five years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read blueprints, surveys, reports, state codes, city ordinances, personnel policies, construction plans, technical manuals and research data at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, and algebra at a college level.
Writing	Work requires the ability to write policies, standard operating procedures, correspondence to citizens and businesses at a college level.
Managerial	Managerial responsibilities include managing and directing the activities and resources associated with maintaining and inspecting City's streets and sidewalks, providing technical guidance to crews concerning complex jobs, drainage issues, and in the application of asphalt and concrete and establishing maintenance and repair methods.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, examining job or worksite, customer service
Sitting	F	Computer, desk work, answering telephone, meetings, driving
Walking	F	Inter-office, work site, field investigation
Lifting	O	Traffic cones, boxes, files, reports, documents
Carrying	R	Traffic cones, boxes, files, reports, documents
Pushing/Pulling	R	Traffic cones, boxes, files, reports, documents
Reaching	R	Supplies, paper, boxes, files, reports, documents
Handling	F	Supplies, paper, boxes, files, reports, documents
Fine Dexterity	O	Computer keyboard, calculator, typewriter
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	O	Field inspection
Twisting	R	
Climbing	R	Equipment work
Balancing	N	
Vision	C	Computer, desk work, maps, work plans, observation of co-workers, reading, writing, driving
Hearing	C	Telephone, co-workers, citizens, meetings
Talking	C	Telephone, co-workers, citizens, meetings
Foot Controls	C	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, fax machine, copy machine, telephone, radio, motor vehicle, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	M
Electrical Hazards	N	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Traffic safety vest, steel toe boots or shoes, hard hat

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)